**Template for recording cyberbullying behaviour**

horizontal line

**1. Name of student being cyberbullied and class group**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Name(s), profile/account name(s) and class(es) of student(s) engaged in cyberbullying behaviour**

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**3. Source of cyberbullying concern/report** (tick relevant)\*

Student concerned

Other Student

Parent

Teacher

Other

**4. Location of incidents** (tick relevant)\*

Social Media Platform

Online Game

School Virtual Learning Platform

Messaging Apps

Other

**5. Name of person(s) who reported the cyberbullying concern**

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**6. Type of Cyberbullying Behaviour** (tick relevant) \*

**Personal Intimidation:** This behaviour includes receiving threatening messages, posting abusive and threatening comments on the person who is being bullied profile or other websites, or sending threatening messages via instant messaging.

**Impersonation:** This behaviour involves setting up fake profiles and web pages that are attributed to the person who is being bullied, defaming someone’s good name and it can also involve gaining access to someone’s profile or instant messaging account and using it to contact others while impersonating the account or profile owner.

**Exclusion:** This can include blocking an individual from a popular group or community such as a school or class group, deleting them from friends lists, and/or using ‘ignore functions’.

**Personal Humiliation:** This behaviour involves posting images or videos intended to embarrass someone, it can involve users sharing and posting images or videos of the person being abused or humiliated offline, or users sharing personal communications such as emails or text messages with a wider audience than was intended by the sender.

**False Reporting:** This behaviour involves making false reports to the service provider or reporting other users for a range of behaviours with a view to having the user’s account or website deleted.

**Other** (specify)

**7. Where behaviour is regarded as identity-based bullying, indicate the relevant category:**

Homophobic

Gender

Disability/SEN related

Racist

Membership of Traveller community

Other (specify)

**8. Brief Description of cyberbullying behaviour and its impact.**

Remember, posting a comment, video or an image of someone online once, but in a manner that can be shared several times, constitutes cyberbullying.

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**9. Details of actions taken**

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Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Relevant Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date submitted to Principal/Deputy Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* Note:** The categories listed in the tables 3, 4 & 6 are suggested and schools may add to or amend these to suit their own circumstances.

